

Withdrawal/Redaction Sheet

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DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. memo	David Watkins to Maggie Williams et al re: Executive Residence/Office of the President/First Family/Events (4 pages)	02/23/1993	P5 ^{09/11/15} RLR

COLLECTION:

Clinton Presidential Records
First Lady's Office
Bobbie Greene
OA/Box Number: 15628

FOLDER TITLE:

Entertainment Fund

2012-0872-S

rc1014

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P1 National Security Classified Information [(a)(1) of the PRA]
- P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P3 Release would violate a Federal statute [(a)(3) of the PRA]
- P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
- P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
- P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

- b(1) National security classified information [(b)(1) of the FOIA]
- b(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
- b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
- b(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
- b(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
- b(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

New file
Payroll
Travel and
Entertainment

~~CONFIDENTIAL~~

THE WHITE HOUSE
WASHINGTON

February 23, 1993

DETERMINED TO BE AN ADMINISTRATIVE
MARKING Per E.O. 12958 as amended, Sec. 3.3 (c)
Initials: RLCP Date 10/25/12
2012-0872-S

MEMORANDUM FOR MAGGIE WILLIAMS
ASSISTANT TO THE PRESIDENT AND
CHIEF OF STAFF TO THE FIRST LADY

NANCY HERNREICH
DEPUTY ASSISTANT TO THE PRESIDENT FOR
APPOINTMENTS AND SCHEDULING

CAROLYN HUBER
SPECIAL ASSISTANT TO THE PRESIDENT

ANN STOCK
SPECIAL ASSISTANT TO THE PRESIDENT
AND SOCIAL SECRETARY

FROM: DAVID WATKINS *D. Watkins*
ASSISTANT TO THE PRESIDENT FOR
MANAGEMENT AND ADMINISTRATION

SUBJECT: Executive Residence/Office of
the President/First Family/Events

This memorandum is intended to serve as an initial, cursory guideline only until an extensive review can be made of the entire scope of official, political, and personal travel and entertainment costs incurred by the President and First Lady. A review team is currently being formed and will report its findings and recommendations on this subject in the very near future.

There are four principle methods by which Presidential and/or First Family events receive funding:

- Executive Residence Appropriation
- Presidential Expense Account
- First Family Personal Account
- Democratic National Committee (DNC) or
Other Sponsoring Organization

There are guidelines in place; however, there are many events and functions that overlap. The Chief Usher (sometimes with the Social Secretary or Office of Management and Administration)

makes the final determination if areas are blurred. Often times, the Official Guest List determines which appropriated funds can be spent.

For easy reference, most Presidential events that take place in the Residence are paid for from the Executive Residence Account. Most Presidential events that occur using the Staff Mess (including Air Force I or Camp David) are paid for from the Presidential Expense Account. Similarly, most events involving personal friends of the First Family are paid for by the First Family Personal Account. Partisan or political events must be paid for by the DNC.

ACCOUNTS:

EXECUTIVE RESIDENCE ACCOUNT

The Chief Usher's office controls only one official account, the Executive Residence Appropriation. This money, appropriated for official entertaining by the President, is "under" the supplies and materials fund of the Executive Residence budget. This budget for Fiscal Year 1993 is approximately \$250,000.

An event can be paid using this account if the event furthers the **legislative** agenda of the President. Additionally, if the event "helps keep the President in touch" on a legislative or policy front, expenses can be paid from this account.

The Executive Residence Appropriation covers events that usually take place in the Residence. The Oval Office sometimes is the exception to this rule because the Oval Office is considered an extension of the Presidential work area.

PRESIDENTIAL EXPENSE ACCOUNT

The Presidential Expense Account is the \$50,000 appropriated by Congress for the President to use for "official functions" that are not covered by any other fund. Another guide for this fund is that the Presidential Expense Account covers events for the "**Office** of the Presidency."

Please see the examples that follow, but a majority of these functions contract with the Staff Mess.

FIRST FAMILY PERSONAL ACCOUNT

The First Family is charged for their own personal meals and expenses. Additionally, the First Family must pay for their personal guests. Gary Walters has historically handled the arrangements for these expenses directly with the First Family.

EXAMPLES

The following are difference examples for your information. Please remember that the Official Guest List often determines precisely which fund can be used, not the event or location.

- If an event furthers the legislative agenda of the President and is attended by both Republicans and Democrats, it is classified as an Official Presidential Event and paid for out of the Executive Residence Appropriation.
- If only Democrats are in attendance, it must be classified as a political event and, therefore, the DNC must pay.
- If the President invites five business leaders for a lunch that takes place in the Residence (or possibly in the Oval Office), this is classified as an official event and paid for by the Executive Residence Appropriation. However, if the President invites five leaders over for dinner and a movie, this is one of those "gray" areas that must be determined. This event could have the potential to be paid by the Executive Residence Account, Presidential Expense Account, or the DNC.
- The costs of meals for **personal guests**, regardless of location (Residence, Air Force I, or Camp David) are paid for by the First Family. However, if a Congressman receives an invitation to travel with the President on Air Force I or go to Camp David, meals would be paid for from the Presidential Expense Account.
- If the President wanted a staff picnic, it should be paid for by the DNC. However, if a staff meeting (such as the one a few weeks ago in the East Room) had coffee and cookies served by the Mess, this event could be classified as Executive Residence, Presidential, or DNC.
- Lunch with Vice President Gore in the Oval Office, POTUS dining room, or the Residence should be classified as an official event to be paid with Executive Residence funds.
- If the President invites five staff members to the POTUS dining room, it would be paid for from the Presidential Expense Account. However, if the President invites those same five staff members to the Executive dining room, this would be another gray area to determine.
- State dinners are paid for by the Department of State.

All of these different accounts can be reimbursable, i.e., the Chief Usher's office arranges the entire function and pays the bill. The Chief Usher's office invoices the above-referenced accounts or groups and the different groups reimburse the Chief Usher's office by submitting a check to the United States Treasury and sending it to the Head Usher.

There are still some gray areas which will be better defined as we all gain more experience in dealing with individual situations. Meanwhile, if ever in doubt as to how to handle a particular occasion, please call my office at extension 2861. If we don't know the answer, we will research it and get back to you. Thank you.

THE WHITE HOUSE

WASHINGTON

March 1, 1993

MEMORANDUM FOR SENIOR STAFF

FROM:

DAVID WATKINS 
ASSISTANT TO THE PRESIDENT FOR
MANAGEMENT AND ADMINISTRATION

SUBJECT: Guidelines for Expenditures of Entertainment Fund

Each year, a small fund is appropriated to the White House Office for official entertainment expenses. For your information, \$20,000 was appropriated for fiscal year 1993. Government regulations require that the following criteria be met when expending these funds:

- The entertainment will further a valid function of the White House Office; and
- The function could not be accomplished as effectively from the Government's standpoint without the expenditure.

Within these broad guidelines, more specific rules apply:

- Entertainment funds are intended for the benefit of non-Government guests only. The fund may not be used to pay for meals, tickets, or other entertainment costs for Government officers and employees.
- Entertainment funds may not be used for gifts, employee birthday parties, staff parties, or holiday receptions, etc. Entertainment funds may not be used to pay for political events.
- When use of entertainment funds is appropriate, this Administration's commitment to reduce Government spending should be remembered. Efforts should be made to minimize meeting or reception costs by considering the food and/or beverages costs. Also, serving coffee and danish at a breakfast meeting is as good as a working luncheon.

To request use of the Entertainment Fund, the following procedures must be followed:

- At least 48 hours in advance, your office notifies the Staff Mess of the function, estimated date of the function, and the food and/or beverage that may be required.
- The Staff Mess will provide a verbal cost estimate and forward a written estimate to the White House Administrative Office for review. If the charges are reasonable, this office will authorize the Staff Mess to proceed with the function.